

Payroll

Savings Bonds

A Guide to Ordering
Payroll Savings Bonds



Federal Reserve Bank
Servicing Sites

Buffalo
Kansas City
Minneapolis
Pittsburgh
Richmond

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The Payroll Savings Plan

Introduction

Acting in the capacity of Fiscal Agent for the United States Treasury Department, designated Federal Reserve Banks issue payroll savings plan Savings Bonds for organizations and financial institutions. There are no fees or charges associated with this service.

This reference guide is for financial institutions and organizations that provide or that are interested in establishing a payroll savings bond plan for employees. It provides specific information for establishing a payroll bond issuing arrangement with your servicing Federal Reserve Bank. This guide is not intended to be a substitute for official Treasury regulations.

Payroll bond authorization cards and public information brochures are available from the Bureau of the Public Debt, Savings Bonds Marketing Office.

Information on interest rates, yields, and savings bond servicing transactions is not included in this guide but is readily available in the latest revision or amendment of the appropriate Treasury Circular. Circulars and related information are available from your servicing Federal Reserve Bank.

How the Payroll Savings Plan Works:

1 Employees authorize the withholding of a portion of their wages for payroll savings bonds and provide you with complete ownership and registration information. Your organization accumulates funds until there is an amount equal to or exceeding the purchase price of a bond.

2 Your organization contacts your servicing Federal Reserve Bank to establish a payroll savings bond account and to receive company and location

identification numbers. All forms and documentation for purchasing payroll bonds will be sent to your organization free of charge.

3 Your organization establishes the method for submitting bond issue information.

Direct Print is preferred by organizations with automated capabilities. Bond issue information may be submitted electronically, on tape, cartridge, or diskette. Your servicing FRB can provide a free PC-based software application (PSBOS) for use in submitting bond issue information (please refer to page 3 of this guide for further details) or you may develop your own software for use in providing bond issue information. Specifications for compiling this file are contained in Appendix A & B.

Masterfile is an option for organizations that cannot maintain an automated savings bond registration database at their location. Your organization supplies a designated servicing Federal Reserve Bank with bond registration information for each employee participating in the payroll savings plan. The designated servicing Federal Reserve Bank will establish and maintain an automated registration database for use in issuing bonds. For detailed information on this method, please request the *Masterfile Savings Bonds Guide*.

4 Your organization sends the order information with payment to your servicing Federal Reserve Bank for issuance of the bonds. Payment and order information should be received on or before the last business day of the month in which issue is requested. Please contact your servicing Federal Reserve Bank to find out how processing deadlines affect the Bank's receipt of your payment, as well as the bond issue date. Bonds are ordinarily mailed directly to employees, however, bonds can be bulk mailed to an organization for distribution.

Series ■ Denominations ■ Registrations

Series Available

Two series of savings bonds are available for purchase through payroll savings plans — EE and I.

Denominations Available

Employees can purchase savings bonds through the payroll savings plan in the denominations and at the purchase prices shown below.

Series EE		I Bonds	
Denomination	Purchase Price	Denomination	Purchase Price
\$ 100.00	\$ 50.00	\$ 50.00	\$ 50.00
200.00	100.00	75.00	75.00
500.00	250.00	100.00	100.00
1,000.00	500.00	200.00	200.00
5,000.00	2,500.00	500.00	500.00
10,000.00	5,000.00	1,000.00	1,000.00
		5,000.00	5,000.00
		10,000.00	10,000.00

Authorized Registrations

Under a payroll savings plan, employees may register savings bonds in the names of individuals in their own right in one of three ways: single ownership, coownership, or beneficiary form.

Single Ownership (One owner only)	Only the registered owner may redeem the bond. At the death of the owner, the bond becomes the property of the bondowner's estate.
Coownership (Two persons as coowners) Designated by OR	Either may cash the bond without the knowledge or approval of the other. At the death of one coowner, the surviving coowner becomes the sole owner of the bond.
Beneficiary (One owner and one beneficiary) Designated by POD (Payable on Death)	The bond is redeemable only at the request of the registered owner. The beneficiary becomes the sole owner of the bond at the death of the owner.

No more than two registrant names may appear on a bond. Payroll savings bonds can be inscribed using a “mail to” feature which simply facilitates delivery to someone other than the owner. If the bond is inscribed with the words “mail to”, the “mail to” designee has no ownership or beneficiary rights to the bond.

Owners or first-named coowners must provide a Social Security Number. They should be U.S. citizens, non-citizen residents of the U.S., residents of Canada and Mexico working in the U.S., or non-citizen employees of U.S. organizations abroad. Minors can be named as owners, coowners or beneficiaries.

Payroll bondowners may benefit from savings bonds' education feature. Detailed information is available from your servicing Federal Reserve Bank.

Preparing Automated Input

Using Direct Print

The Direct Print service provides a high level of control and quick turnaround time for receipt of bonds. Your organization establishes and maintains a database file containing the savings bond registration information for each participant in the payroll savings plan. Bond issue information is provided through the use of a magnetic tape, cartridge, diskette or electronic transmission. Organizations interested in transmitting issue information electronically should contact their servicing Federal Reserve Bank for detailed information. If you plan to develop or use existing software to provide direct print media, the file specifications contained in Appendixes A and B should be used in formatting the media.

We'll send you the software.

The Payroll Savings Bond Ordering System (PSBOS) is a PC based software application developed by the Federal Reserve Bank specifically for use by organizations submitting bond issue information. This user friendly software package allows you to maintain a payroll savings bond database at your office. The software can be installed on any PC with Windows 3.x version or higher. There is no charge for the software and it offers several advantages over developing your own software. The use of the software saves time, detects errors, and avoids repetitive key entry of purchase information each month. Direct access to your own database permits updating of information at your convenience.

Testing and Labeling

Your servicing Federal Reserve Bank will provide you with company and location identification numbers for the purpose of submitting test and subsequent production data. An external label should be affixed to the test tape, cartridge, or diskette and should contain your organization name, mailing address, company and location identification numbers. A file name should be included on the label, if applicable. In addition, records of the number of bonds for each denomination by series (EE or I), total number of bonds and total purchase price of the bonds contained in the test file should be provided.

Please include, with the test media, your organization name, telephone number and the name of the person who should be contacted relative to the test results.

The test results will be provided as soon as possible, and if successful, arrangements will be made for the submission of production data. If the test is not successful, a second test may be required. After successful testing of automated input, the appropriate forms and instructions will be provided.

Submitting Production Data

All automated media sent to your servicing Federal Reserve Bank should contain an external label which provides your assigned company and location identification numbers, organization name and mailing address. A file name should also appear on the label, if applicable.

When submitting automated production data, be sure to include the appropriate order summary for each series (EE,I) and payment for the purchase price of the bonds. Information on how to complete an order summary is shown in Appendix C.

Printing and Delivery

Bonds are issued and mailed within fifteen business days from the date of receipt of an order summary, automated media, and payment.

Incomplete information or edit problems associated with automated media may delay processing. Bonds can be sent directly to the address of the bondowner or returned in bulk to the organization for distribution. An explanation of the information shown on the face of a United States Savings Bond can be found in Appendix D.

Undeliverable bonds returned from the United States Postal Service will be forwarded by your servicing Federal Reserve Bank to your organization for presentation to the owner. **It is extremely important that organizations take action to ensure that complete, up-to-date and accurate bondowner addresses are furnished to your servicing Federal Reserve Bank.**

Payment Methods

Acceptable Methods of Payment

Payment for payroll bonds can be made through an Automated Clearing House (ACH) arrangement, a charge to the reserve/correspondent account of a designated depository financial institution, by funds transfer or check. Your total payment must agree with the total purchase price of the savings bonds to be issued.

The ACH payment method

The most widely accepted method of paying for payroll savings bonds is through an ACH arrangement. Direct Deposit (ACH credit) is safe and confidential. Direct Payment (ACH debit) is convenient and reliable. We encourage the use of the ACH method since it is the most efficient payment method. To use the ACH debit arrangement, your organization will complete and submit an ACH agreement form.

Charging a reserve/correspondent account

An arrangement can be established with a depository financial institution to permit your servicing Federal Reserve Bank to charge a reserve/correspondent account in payment of bonds. A letter of authorization from the depository financial institution is required.

Funds transfer

Your servicing Federal Reserve Bank can also receive payment using the funds transfer network. The name of your organization, including your company and location identification numbers, and a reference to payroll savings bonds should be included in the

funds transfer message. An arrangement can be established with a depository financial institution for this purpose. Instructions can be obtained from your servicing Federal Reserve Bank.

By check

If your organization chooses to make payment by check, the check should be made payable to your servicing Federal Reserve Bank.

Payment Submission Requirements

Full payment for payroll bonds should be received by your servicing Federal Reserve Bank on or before the last business day of the month in which the bonds are issue dated. When using the ACH method of payment, it is important to note that your order summary is due on or before the business day preceding the last business day of the month even though the “effective date” for the ACH charge is the last business day of the month. Please contact your servicing Federal Reserve Bank to find out how processing deadlines affect the Bank’s receipt of your payment as well as the bond issue date.

The issue month is extremely important to bond-owners since interest begins accruing on the first day of the month of issue. The bond purchaser is entitled to the issue date in the month/year that the full purchase amount is accumulated.

Interest Assessments

If payment does not reach your servicing Federal Reserve Bank by the last business day of the month but you want the previous month as the issue date, Federal Reserve Banks are required, in some cases, to assess a late payment fee. The interest assessment fee must be received before the order can be processed.

Issues ■ Replacements ■ Corrections

Record of Bonds Issued

After bonds are issued, your organization has the option to receive a record which summarizes the information printed on each bond. The information provided on this record is shown below:

- Bondowner's name and Social Security Number
- Bond print date, issue date and serial number
- Pay period ending date, if applicable
- Bond denomination
- Series (EE or I)

A record of bonds issued can be provided in **one** of the following formats: computer printout, magnetic tape, cartridge, diskette or microfiche. Generally, organizations receive output information in the same media type used to submit payroll bond inscription information. The file specifications for automated output information are contained in Appendix E.

The bond issue information will assist you in providing owners a description of bonds purchased. Organizations should use this information to handle all inquiries on bonds.

Replacements ■ Corrections

Bonds are issued and mailed within fifteen business days from date of receipt of the appropriate form, media, and payment. Inquiries concerning nonreceipt should not be made until thirty calendar days after the savings bond print date. This period allows for United States Postal Service delivery and return of undeliverable bonds.

Detailed information should be supplied in order for your organization to submit a claim of nonreceipt of a savings bond on behalf of an employee. A description of the bond(s) can be obtained from your output information and used to complete Part I of form PD F 3062. The form should be completed and signed in accordance with the instructions provided on the form and submitted to your servicing Federal Reserve Bank. In the event you cannot determine the description of the bond(s), your servicing Federal Reserve Bank can provide it.

Bonds inscribed with errors in the owner's, coowner's and/or beneficiary's name may be returned to your servicing Federal Reserve Bank for correction with form FA 400. Generally, form FA 400 is used to correct errors due to the submission of incorrect bond issue information by an organization. If the bondowner desires reissue to change ownership information, additional requirements apply. Bonds inscribed with minor errors, e.g., misspelled addresses, incorrect Social Security Numbers, should not be returned for correction.

Incorrect Social Security Numbers should be reported to the Bureau of the Public Debt or your servicing Federal Reserve Bank. Bonds inscribed with incorrect Social Security Numbers will not be reissued but ownership information will be corrected on the records of the Bureau. When furnishing information to correct Social Security Numbers, please include the bond serial number, issue date, series (EE or I) and the registration shown on the face of the bonds.

Appendix A

Specifications for Automated Input of Payroll Bonds (Tape, Cartridge, Electronic)

FIRST RECORD: CONTROL RECORD INFORMATION – RECORD A

Field	Position	Size	Contents	Description
1	1	1	ALPHA	CONTAINS 'A' DESIGNATES CONTROL RECORD
2	2-5	4	NUMERIC	ISSUE MONTH AND YEAR-MMY* (Informational)
3	6-15	10	ALPHA/NUM	COMPANY IDENTIFICATION NUMBER The first 6 positions should be the company identification number assigned by the Federal Reserve Bank, the last 4 positions must be spaces.
4	16-25	10	ALPHA/NUM	LOCATION IDENTIFICATION NUMBER The first 4 positions should be numeric; main office is (0000); the last 6 positions must be spaces.
5	26-31	6	NUMERIC	PAY END DATE – MMDDYY
6	32-64	33	ALPHA/NUM	COMPANY NAME
7	65-97	33	ALPHA/NUM	COMPANY STREET ADDRESS
8	98-117	20	ALPHA	COMPANY CITY
9	118-119	2	ALPHA	COMPANY STATE CODE (see State Code Table page 16)
10	120-124	5	NUMERIC	COMPANY ZIP CODE
11	125-128	4	NUMERIC	COMPANY PLUS 4 ZIP CODE (Optional)
12	129-137	9	NUMERIC	RESERVE ACCOUNT NUMBER (Optional)
13	138-141	4	NUMERIC	RESERVE ACCOUNT BRANCH NUMBER (Optional)
14	142	1	NUMERIC	ORDER TYPE = 0
15	143-148	6	NUMERIC	NUMBER OF \$50 BONDS (Only available in Series I)
16	149-154	6	NUMERIC	NUMBER OF \$75 BONDS (Only available in Series I)
17	155-160	6	NUMERIC	NUMBER OF \$100 BONDS
18	161-166	6	NUMERIC	NUMBER OF \$200 BONDS
19	167-172	6	NUMERIC	NUMBER OF \$500 BONDS
20	173-178	6	NUMERIC	NUMBER OF \$1,000 BONDS
21	179-184	6	NUMERIC	NUMBER OF \$5,000 BONDS
22	185-190	6	NUMERIC	NUMBER OF \$10,000 BONDS
23	191-200	10	NUMERIC	**TOTAL PURCHASE PRICE OF ORDER (Decimal implied between Positions 198 and 199)
24	201-203	3	NUMERIC	FRB DISTRICT DESIGNATOR (Provided by Federal Reserve Bank) (002-Buffalo, 004-Pittsburg, 005-Richmond, 009-Minneapolis, 010-Kansas City)
25	204-233	30	ALPHA/NUM	FRB DESIGNATED FIELD (Should contain spaces)
26	234-235	2	ALPHA/NUM	SERIES DESIGNATOR [Either 'EE' or 'I' (followed by a space)]
27	236-238	3	ALPHA/NUM	IDENTIFICATION VALUE (Use 000)
28	239-320	82	ALPHA/NUM	FILLER (Should contain spaces)

* Data shown in this field is not used for the dating of bonds. The bond issue date shown on the order summary is used.

** If Field 23 value does not equal total purchase price of all bonds in 'B' record, input will fail edit requirements.
(EE purchase price = 50% face value; I purchase price = 100% face value.)

Appendix A continued

SECOND RECORD: BOND INSCRIPTION INFORMATION – RECORD B

Field	Position	Size	Contents	Description
1	1	1	ALPHA	CONTAINS 'B' DESIGNATES BOND INSCRIPTION INFORMATION
2	2-10	9	NUMERIC	BONDOWNER SOCIAL SECURITY NUMBER
3	11-43	33	ALPHA	BONDOWNER NAME (Should be in the following order: first name, middle initial, last name)
4	44	1	NUMERIC	Ø = USA ADDRESS, 1=FOREIGN ADDRESS
5	45	1	NUMERIC	"MAIL TO:" DESIGNATOR Ø = MAIL TO BONDOWNER 1 = MAIL TO DESIGNEE IN FIELD 6
6	46-78	33	ALPHA/NUM	ADDRESS LINE OR "MAIL TO:" NAME (If Field 5 = "1", field size is limited to 23)
7	79-111	33	ALPHA/NUM	ADDRESS LINE
8	112-144	33	ALPHA/NUM	ADDRESS LINE (If Field 4 = "1" foreign country name should appear)
9	145-164	20	ALPHA	CITY
10	165-166	2	ALPHA	STATE CODE (See State Code Table page 16)
11	167-171	5	NUMERIC	FIVE DIGIT ZIP CODE
12	172-175	4	NUMERIC	PLUS FOUR ZIP CODE (Optional)
13	176-178	3	ALPHA	(OR) = COOWNER (POD) = BENEFICIARY (If neither apply, leave blank)
14	179-206	28	ALPHA	COOWNER OR BENEFICIARY NAME (Should be shown in the following order: first name, middle initial, last name)
15	207	1	NUMERIC	DENOMINATION OF BOND TO BE ISSUED <div> <div> Series EE 4 = \$ 100 5 = \$ 200 6 = \$ 500 7 = \$ 1,000 8 = \$ 5,000 9 = \$ 10,000 </div> <div> Series I 2 = \$ 50 3 = \$ 75 4 = \$ 100 5 = \$ 200 6 = \$ 500 7 = \$ 1,000 8 = \$ 5,000 9 = \$ 10,000 </div> </div>
16	208-211	4	NUMERIC	NUMBER OF BONDS TO BE ISSUED FOR THIS REGISTRATION
17	212-221	10	ALPHA/NUM	COMPANY IDENTIFICATION NUMBER (First 6 positions company identification number assigned by FRB, the last 4 positions should be spaces.)
18	222-231	10	ALPHA/NUM	LOCATION IDENTIFICATION NUMBER (First 4 positions are location identification number; followed by 6 spaces).
19	232-240	9	ALPHA/NUM	EMPLOYEE NUMBER OR SOCIAL SECURITY NUMBER IF DIFFERENT FROM FIELD 2 (Optional)
20	241-244	4	NUMERIC	AVERAGE ISSUE DATE: APPLICABLE FOR GOVERNMENT AGENCIES ONLY (All others use spaces)
21	245-274	30	ALPHA/NUM	FOR FRB USE (Should contain spaces)
22	275-320	46	ALPHA/NUM	FILLER (Should contain spaces)

THIRD RECORD: TRAILER RECORD

1	1-10	10	NUMERIC	END OF FILE INDICATOR (Should contain all 9's)
2	11-320	310	ALPHA/NUM	FILLER (Should contain spaces)

Appendix A continued

DATA INPUT EDIT REQUIREMENTS

ALL DATA ELEMENTS SHOULD SUCCESSFULLY PASS THROUGH THE FOLLOWING EDITS.
ANY DATA FAILING TO PASS AN FRB EDIT MAY RESULT IN THE ENTIRE SUBMISSION BEING RETURNED WITHOUT PROCESSING. PLEASE DO NOT PROVIDE ANY PUNCTUATION WITH THE BOND INFORMATION. (EX: MR JOE A DOE)

FIRST RECORD: CONTROL RECORD INFORMATION

Field	Data Element Edit
1	RECORD TYPE: LETTER 'A'
2	ISSUE MONTH AND YEAR: NUMERIC, MMY format
5	PAY ENDING DATE: NUMERIC, MMDDYY format
15-22	THE TOTAL OF EACH DENOMINATION OF BONDS IN THE 'A' RECORD IS IN AGREEMENT WITH THE NUMBER OF BONDS BY DENOMINATION SHOWN IN THE 'B' RECORDS.
23	THE TOTAL PURCHASE PRICE OF ALL BONDS IS IN AGREEMENT WITH THE 'B' RECORDS.
26	SERIES DESIGNATOR DETERMINES WHICH SERIES OF BONDS WILL BE ISSUED AND IS USED TO CALCULATE 'B' RECORD PURCHASE PRICES.

SECOND RECORD: BOND INSCRIPTION INFORMATION

Field	Data Element Edit
1	RECORD TYPE: LETTER 'B'
2	SOCIAL SECURITY NUMBER: CANNOT BE LIKE NUMERIC CHARACTERS (All 9's, 0's, etc.)
3	BONDOWNER NAME: SHOWN AS FIRST NAME, MIDDLE INITIAL, LAST NAME; CONTAINING NO PUNCTUATION OR TITLES
10	VALID STATE CODE FROM PAGE 16
11	ZIP CODE: NUMERIC AND VALID FOR THE STATE IN FIELD 10
14	COOWNER/BENEFICIARY FIELD: CONTAINS A NAME IF FIELD 13 CONTAINS (OR)/(POD).

THIRD RECORD: TRAILER RECORD

Field	Data Element Edit
1	END OF FILE: (Contains all 9's)

GENERAL INSTRUCTIONS

(The date formats remain unchanged for processing in the year 2000 and beyond.)

- 1) PLEASE USE THE COMPANY IDENTIFICATION NUMBER ASSIGNED BY FRB IN FIELD 3 (Positions 6-15) OF THE CONTROL RECORD.
- 2) THE LOCATION IDENTIFICATION NUMBER (Field 4 of Record 'A' and Field 18 of Record 'B') IS ASSIGNED BY FRB. (Additional Location Identification Numbers may be requested)
- 3) UNLESS OTHERWISE SPECIFIED:
ALL ALPHA FIELDS ARE TO BE UPPER CASE, LEFT JUSTIFIED
ALL NUMERIC FIELDS ARE TO BE RIGHT JUSTIFIED
ALL ALPHA/NUMERIC FIELDS ARE TO BE LEFT JUSTIFIED
- 4) **ALL OPTIONAL FIELDS NOT USED ARE TO BE LEFT BLANK NOT ZERO FILLED**
- 5) MEDIA CAN BE MAGNETIC TAPE OR CARTRIDGE, COMPATIBLE WITH YOUR SERVICING FRB REQUIREMENTS.
- 6) PLEASE PROVIDE A CARRIAGE RETURN LINE FEED AT THE END OF EACH LINE.
- 7) BLOCKING FACTOR = 15, TAPES ARE TO BE 9 TRACK, **1600 BPI** OR **6250 BPI** AND UNLABELED
- 8) ALL PAYROLL SUBMISSIONS SHOULD BE ACCOMPANIED BY THE APPROPRIATE ORDER SUMMARY.
- 9) EXTERNAL LABEL REQUIREMENTS:
COMPANY IDENTIFICATION NUMBER (Assigned by FRB)
COMPANY NAME
MAILING ADDRESS
- 10) IF RECORD TYPE B FIELD 4 = "1", THE ENTIRE FOREIGN ADDRESS AND ANY "MAIL TO" NAME SHOULD BE CONTAINED IN FIELDS 6-8. FIELDS 9-12 ARE NOT USED FOR FOREIGN ADDRESSES.

Appendix B

Specifications for Diskette, Modem, or Electronic Input of Payroll Bonds

FIRST RECORD: CONTROL RECORD INFORMATION - RECORD A

Field	Position	Size	Contents	Description
1	1	1	ALPHA	CONTAINS 'A' DESIGNATES CONTROL RECORD
2	2-5	4	NUMERIC	ISSUE MONTH AND YEAR-MMYY* (Informational)
3	6-15	10	ALPHA/NUM	COMPANY IDENTIFICATION NUMBER The first 6 positions should be the company identification number assigned by the Federal Reserve Bank, the last 4 positions must be spaces.
4	16-25	10	ALPHA/NUM	LOCATION IDENTIFICATION NUMBER The first 4 positions should be numeric; main office is 0000, the last 6 positions must be spaces.
5	26-31	6	NUMERIC	PAY END DATE-MMDDYY (Optional)
6	32-64	33	ALPHA/NUM	COMPANY NAME
7	65-97	33	ALPHA/NUM	COMPANY STREET ADDRESS
8	98-117	20	ALPHA	COMPANY CITY
9	118-119	2	ALPHA	COMPANY STATE CODE (See State Code Table page 16)
10	120-124	5	NUMERIC	COMPANY ZIP CODE
11	125-128	4	NUMERIC	COMPANY PLUS 4 ZIP CODE (Optional)
12	129-137	9	NUMERIC	RESERVE ACCOUNT NUMBER (Optional)
13	138-141	4	NUMERIC	RESERVE ACCOUNT BRANCH NUMBER (Optional)
14	142	1	NUMERIC	ORDER TYPE PAYROLL = 0
15	143-148	6	NUMERIC	NUMBER OF \$50 BONDS (Only available in Series I)
16	149-154	6	NUMERIC	NUMBER OF \$75 BONDS (Only available in Series I)
17	155-160	6	NUMERIC	NUMBER OF \$100 BONDS
18	161-166	6	NUMERIC	NUMBER OF \$200 BONDS
19	167-172	6	NUMERIC	NUMBER OF \$500 BONDS
20	173-178	6	NUMERIC	NUMBER OF \$1,000 BONDS
21	179-184	6	NUMERIC	NUMBER OF \$5,000 BONDS
22	185-190	6	NUMERIC	NUMBER OF \$10,000 BONDS
23	191-200	10	NUMERIC	**TOTAL PURCHASE PRICE OF ORDER (Decimal implied between Positions 198 and 199)
24	201-203	3	NUMERIC	FRB DISTRICT DESIGNATOR (Provided by Federal Reserve Bank) (002-Buffalo, 004-Pittsburg, 005-Richmond, 009-Minneapolis, 010-Kansas City)
25	204-233	30	ALPHA/NUM	FRB DESIGNATED FIELD (Should contain spaces)
26	234-235	2	ALPHA/NUM	SERIES DESIGNATOR [Either 'EE' or 'I (followed by a space)']
27	236-238	3	ALPHA/NUM	IDENTIFICATION VALUE (Use 000)
28	239-240	2	ALPHA/NUM	FILLER (Should contain spaces)

* Data shown in this field is not used for dating the bonds. The bond issue date shown on the order summary is used.

** If Field 23 value does not equal total purchase price of all bonds in 'B' record, input will fail edit requirements.
(EE purchase price = 50% face value; I purchase price = 100% face value.)

Appendix B continued

SECOND RECORD: BOND INSCRIPTION INFORMATION – RECORD B

Field	Position	Size	Contents	Description
1	1	1	ALPHA	CONTAINS 'B' DESIGNATES BOND INSCRIPTION INFORMATION
2	2-10	9	NUMERIC	BONDOWNER SOCIAL SECURITY NUMBER
3	11-43	33	ALPHA	BONDOWNER NAME (Should be in the following order: first name, middle initial, last name)
4	44	1	NUMERIC	Ø = USA ADDRESS, 1 = FOREIGN ADDRESS
5	45	1	NUMERIC	"MAIL TO:" DESIGNATOR Ø = MAIL TO BONDOWNER 1 = MAIL TO DESIGNEE IN FIELD 6
6	46-78	33	ALPHA/NUM	ADDRESS LINE OR "MAIL TO:" NAME (If Field 5 = "1", field size is limited to 23)
7	79-111	33	ALPHA/NUM	ADDRESS LINE
8	112-144	33	ALPHA/NUM	ADDRESS LINE (If Field 4 = "1" foreign country name should appear)
9	145-164	20	ALPHA	CITY
10	165-166	2	ALPHA	STATE CODE (See State Code Table page 16)
11	167-171	5	NUMERIC	FIVE DIGIT ZIP CODE
12	172-175	4	NUMERIC	PLUS FOUR ZIP CODE (Optional)
13	176-178	3	ALPHA	(OR) = COOWNER (POD) = BENEFICIARY (If neither apply, leave blank)
14	179-206	28	ALPHA	COOWNER OR BENEFICIARY NAME (Should be shown in the following order: first name, middle initial, last name)
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16	208-211	4	NUMERIC	NUMBER OF BONDS TO BE ISSUED FOR THIS REGISTRATION
17	212-220	9	NUMERIC	EMPLOYEE NUMBER OR SOCIAL SECURITY NUMBER IF DIFFERENT FROM FIELD 2 (Optional)
18	221-224	4	NUMERIC	AVERAGE ISSUE DATE: APPLICABLE FOR GOVERNMENT AGENCIES ONLY (All others use spaces)
19	225-240	16	ALPHA/NUM	FILLER (Should contain spaces)
THIRD RECORD: TRAILER RECORD				
1	1-10	10	NUMERIC	END OF FILE INDICATOR (Should contain all 9's)
2	11-240	230	ALPHA/NUM	FILLER (Should contain spaces)

Appendix B continued

DATA INPUT EDIT REQUIREMENTS

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1	RECORD TYPE: LETTER 'A'
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15-22	THE TOTAL OF EACH DENOMINATION OF BONDS IN THE 'A' RECORD IS IN AGREEMENT WITH THE NUMBER OF BONDS BY DENOMINATION SHOWN IN THE 'B' RECORDS.
23	THE TOTAL PURCHASE PRICE OF ALL BONDS IS IN AGREEMENT WITH THE 'B' RECORDS.
26	SERIES DESIGNATOR DETERMINES WHICH SERIES OF BONDS WILL BE ISSUED AND IS USED TO CALCULATE 'B' RECORD PURCHASE PRICES.

SECOND RECORD: BOND INSCRIPTION INFORMATION

Field	Data Element Edit
1	RECORD TYPE: LETTER 'B'
2	SOCIAL SECURITY NUMBER: CANNOT BE LIKE NUMERIC CHARACTERS (All 9's, Ø's, etc.)
3	BONDOWNER NAME: SHOWN AS FIRST NAME, MIDDLE INITIAL, LAST NAME; CONTAINING NO PUNCTUATION OR TITLES
10	VALID STATE CODE FROM PAGE 16.
11	ZIP CODE: NUMERIC AND VALID FOR THE STATE IN FIELD 10
14	COOWNER/BENEFICIARY FIELD: CONTAINS A NAME IF FIELD 13 CONTAINS (OR)/(POD)

THIRD RECORD: TRAILER RECORD

Field	Data Element Edit
1	END OF FILE: (Contains all 9's)

GENERAL INSTRUCTIONS

(The date formats remain unchanged for processing in the year 2000 and beyond.)

- 1) PLEASE USE THE COMPANY IDENTIFICATION NUMBER ASSIGNED BY FRB IN FIELD 3 (Positions 6-15) OF THE CONTROL RECORD.
 - 2) UNLESS OTHERWISE SPECIFIED:
ALL ALPHA FIELDS ARE TO BE UPPER CASE, LEFT JUSTIFIED
ALL NUMERIC FIELDS ARE TO BE RIGHT JUSTIFIED
ALL ALPHA/NUMERIC FIELDS ARE TO BE LEFT JUSTIFIED
 - 3) DISKETTES CAN BE 5 1/4 INCH OR 3 1/2 INCH, HIGH DENSITY OR LOW DENSITY.
 - 4) **ALL OPTIONAL FIELDS NOT USED ARE TO BE LEFT BLANK NOT ZERO FILLED**
 - 5) ALL PAYROLL SUBMISSIONS SHOULD BE ACCOMPANIED BY THE APPROPRIATE ORDER SUMMARY.
 - 6) FILE MUST BE ASCII FORMAT
 - 7) CARRIAGE CONTROL AND LINE FEED SHOULD FOLLOW EACH RECORD
 - 8) FILE NAME IS PSBOS.DAT
 - 9) EXTERNAL LABEL REQUIREMENTS:
COMPANY IDENTIFICATION NUMBER (Assigned by FRB)
COMPANY NAME
MAILING ADDRESS
FILE NAME: PSBOS.DAT
 - 10) IF RECORD TYPE B FIELD 4 = "1", THE ENTIRE FOREIGN ADDRESS AND ANY "MAIL TO" NAME SHOULD BE CONTAINED IN FIELDS 6-8. FIELDS 9-12 ARE NOT USED FOR FOREIGN ADDRESSES.
-

“How To Complete” Order Summary For Purchases of Payroll Bonds

Use FA 500 (shown above) to order Series EE Bonds.
Use FA 501 to order I Bonds.

- 7 Signature of individual at your organization.
- 8 Enter your company information in the space provided.
Be sure to include the name and telephone number of
a contact person.
- 9 Enter method being used for submitting bond issue
information and the identifying media number, if any,
next to type of media being submitted.
- 10 Be sure to include the date and dollar amount of any
amount paid in advance.
- 11 Place a mark next to the appropriate method of payment
being used and associated information.
- 12 For Federal Reserve Bank Use Only.

Appendix D

United States Savings Bond



Above is a sample of a United States Series EE Savings Bond that is similar to a bond issued through the payroll savings plan. A description of the data shown on the face of a Series EE or I Bond is provided below.

Data Element	Example Data	Significance
Owner's SSN	123 45 6789	The Social Security Number of the bondowner.
Issue Date	06 1998	Identifies the month and year in which the bond starts to earn interest.
Bond Print Date	06-30-98	Identifies the date the bond was printed. Printed bonds will reflect the name and location of the servicing Federal Reserve Bank.
Coowner	Jen Saver	The designated coowner of the bond.
Method of Processing	PT	Direct Print Tape, Cartridge, Diskette, Electronic
Company ID #	100067	A unique six digit number identifying the payroll company.
Location ID #	0113	The final four digits attached to the company number which identify the location of the company. Four zeros indicate the main office.
Transaction Number	981810001	This number is assigned by the Federal Reserve Bank and is for internal use only.
Employee ID #	123456789	Identifies the employee identification number, if applicable.
Pay Ending Date	061598	Identifies the payroll date associated with the purchase of the bond.

Appendix E

Automated Output Specifications For Payroll Bonds

Generally, organizations receive records of bonds issued in the same media type used to submit payroll bond inscription information. This appendix contains the file specifications of the output media provided to organizations in an automated format.

The file layout contains a Control Record (Type A), Detail Records (Type B) and a Trailer Record (Type C). Record Type B detailed records are furnished in the following sorted sequence: company identification number, transaction number, location identification number, denomination code, bondowner SSN, bond serial number. The blocking factor is 15 records per block and the record length is 320.

The date formats remain unchanged for processing in the year 2000 and beyond.

FIRST RECORD: CONTROL RECORD INFORMATION – RECORD A

Field	Position	Size	Contents	Data Element Description
1	1	1	ALPHA	CONTAINS 'A' (DESIGNATES CONTROL RECORD)
2	2-11	10	ALPHA/NUM	COMPANY IDENTIFICATION NUMBER The first 6 positions will be the company identification number assigned by the Federal Reserve Bank, the last 4 positions will be spaces.
3	12-21	10	ALPHA/NUM	LOCATION IDENTIFICATION NUMBER The first 4 positions will be the location identification number, the last 6 positions will be spaces.
4	22-54	33	ALPHA/NUM	COMPANY NAME
5	55-87	33	ALPHA/NUM	COMPANY ADDRESS (Line 1)
6	88-120	33	ALPHA/NUM	COMPANY ADDRESS (Line 2)
7	121-153	33	ALPHA/NUM	COMPANY ADDRESS (Line 3)
8	154-173	20	ALPHA/NUM	COMPANY CITY
9	174-175	2	ALPHA	COMPANY STATE CODE (See State Code Table page 16)
10	176-184	9	NUMERIC	COMPANY ZIP CODE
11	185-208	24	ALPHA/NUM	COMPANY COUNTRY NAME
12	209	1	ALPHA	BULK CODE (Y=Yes; Bulk Mail Bonds To Company) (N=No; Mail Bonds To Bondowner)
13	210	1	NUMERIC	COMPANY TRANSACTION TYPE (1 = Direct Print)
14	211-218	8	NUMERIC	FILE CREATION DATE AT THE FRB (YYYYMMDD)
15	219-320	101	ALPHA/NUM	RESERVED FOR FUTURE USE

SECOND RECORD: BOND INSCRIPTION INFORMATION – RECORD TYPE B

Field	Position	Size	Contents	Data Element Description
1	1	1	ALPHA	CONTAINS 'B' (Designates Detail Records)
2	2-11	10	ALPHA/NUM	COMPANY IDENTIFICATION NUMBER
3	12-21	10	ALPHA/NUM	LOCATION IDENTIFICATION NUMBER
4	22	1	ALPHA	SERIES CODE (E = Series EE Bonds, I = Series I Bonds)

Appendix E continued

5	23	1	NUMERIC	DENOMINATION CODE Series EE 4 = \$ 100 5 = \$ 200 6 = \$ 500 7 = \$ 1,000 8 = \$ 5,000 9 = \$ 10,000	Series I 2 = \$ 50 3 = \$ 75 4 = \$ 100 5 = \$ 200 6 = \$ 500 7 = \$ 1,000 8 = \$ 5,000 9 = \$ 10,000
6	24-32	9	NUMERIC	BONDOWNER SSN	
7	33	1	NUMERIC	MULTIPLE INSCRIPTION CODE (Denotes Number of Detailed Records Containing Same SSN)	
8	34	1	NUMERIC	"MAIL TO": DESIGNATOR CODE Ø = MAIL TO BONDOWNER 1 = MAIL TO DESIGNEE IN FIELD 11	
9	35	1	NUMERIC	Ø = USA ADDRESS, 1 = FOREIGN ADDRESS	
10	36-68	33	ALPHA/NUM	BONDOWNER NAME (Will be in the following order: first name, middle initial, last name)	
11	69-101	33	ALPHA/NUM	ADDRESS LINE OR "MAIL TO:" NAME, IF FIELD 8=1	
12	102-134	33	ALPHA/NUM	ADDRESS LINE	
13	135-167	33	ALPHA/NUM	ADDRESS LINE	
14	168-187	20	ALPHA/NUM	CITY	
15	188-189	2	ALPHA	STATE CODE (See State Code Table page 16)	
16	190-198	9	NUMERIC	FIVE DIGIT ZIPCODE (Plus Four Zip Optional)	
17	199-226	28	ALPHA/NUM	COOWNER OR BENEFICIARY NAME (Will be shown in the following order: first name, middle initial, last name)	
18	227-229	3	ALPHA	(OR) = COOWNER (POD) = BENEFICIARY (If neither apply, will be blank)	
19	230-242	13	ALPHA/NUM	TRANSACTION NUMBER (Assigned By FRB)	
20	243-248	6	NUMERIC	ISSUE DATE (YYYYMM)	
21	249-256	8	NUMERIC	PAY ENDING DATE (YYYYMMDD)	
22	257-264	8	NUMERIC	BOND PRINT VALIDATION DATE (YYYYMMDD)	
23	265-274	10	NUMERIC	BOND SERIAL NUMBER	
24	275-283	9	NUMERIC	Bond Purchaser ID/Employee Number	
25	284-313	30	ALPHA/NUM	Reserved For FRB Use	
26	314-320	7	ALPHA/NUM	Reserved For FRB Use	
THIRD RECORD: TRAILER RECORD AT THE END OF FILE – RECORD TYPE C					
Field	Position	Size	Contents	Data Element Description	
1	1-10	10	NUMERIC	END OF FILE (Will be all 9's)	
2	11-320	310	ALPHA/NUM	FILLER SPACE	

Appendix F

State Code Abbreviations

STATE	CODE	STATE	CODE
Alaska	AK	Montana	MT
Alabama	AL	Nebraska	NE
Arkansas	AR	North Carolina	NC
Arizona	AZ	North Dakota	ND
California	CA	New Hampshire	NH
Colorado	CO	New Jersey	NJ
Connecticut	CT	New Mexico	NM
Canal Zone	CZ	Nevada	NV
District of Columbia	DC	New York	NY
Delaware	DE	Ohio	OH
Florida	FL	Oklahoma	OK
Georgia	GA	Oregon	OR
Guam	GU	Pennsylvania	PA
Hawaii	HI	Puerto Rico	PR
Iowa	IA	Rhode Island	RI
Idaho	ID	South Carolina	SC
Illinois	IL	South Dakota	SD
Indiana	IN	Tennessee	TN
Kansas	KS	Texas	TX
Kentucky	KY	Utah	UT
Louisiana	LA	Virginia	VA
Massachusetts	MA	Virgin Islands	VI
Maryland	MD	Vermont	VT
Maine	ME	Washington	WA
Michigan	MI	Wisconsin	WI
Minnesota	MN	West Virginia	WV
Missouri	MO	Wyoming	WY
Mississippi	MS		
APO/FPO in the Americas	AA		
APO/FPO in Europe	AE		
APO/FPO in the Pacific	AP		

